

University of Western Ontario

Political Science 2246E – 650 Public Administration

Course Outline Summer 2014

Instructor: Robert W. Waterman

Contact Information

I am not located in London/UWO, so the fastest way to reach me is by e-mail.

E-mail: rwaterma@uwo.ca Monday through Friday 9:00am through 12:00pm (please indicate course name or number in subject line)

Skype: Available by appointment.

Course Announcements

You should check for announcements in OWL weekly—if there is information I need to convey to everyone enrolled in the course, this will be the venue.

Course Objectives

The course will introduce students to the study of public administration as a sub-field of political science. The course has three broad objectives: 1) to survey the basic principles and problems of public administration in the contemporary state with particular reference to Canadian federalism; 2) to provide students with an understanding of the major concepts and theories of public administration; 3) to investigate the practical problems of public administration.

Current Events

To help you get the most from the course, students are also encouraged to follow current Canadian or international political events. Consume articles from daily news sources (for example the Globe and Mail or the National Post) or major daily newscast (for example CBC Radio or BBC News Canada).

Required Texts

Inwood, Gregory J., *Understanding Canadian Public Administration: An Introduction to Theory and Practice*. Pearson Canada. 4th edition 2012. This book is also available as an E-book at: www.CourseSmart.com

Assignments

Weekly Online Discussion Question/Reflection
Online Discussion/Participation
News Article Analysis 1 (1000 words)
Research Essay (3000 words)
News Article Analysis 2 (1000 words)
Final Exam

Percentage

5%
10%
10%
35%
10%
30%

Due

Weekly
Ongoing
June 2nd 5:00pm
June 30th 5:00pm
July 14th 5:00pm
TBA

Weekly Online Question/Reflection (5%)

For each week's readings you are required to post a discussion question or reflection related to the reading material online. A forum will be created for each of the 10 weeks you are required to post. (You will not be required to post on the first or last week of the course.) Your question or reflection will assist you in gaining a deeper understanding of the course material and will serve as a starting point for group discussion. Your question or reflection should be no more than 100 words and there is no minimum. Posts must be made by 5:00pm each Friday.

Online Discussion/Participation (10%)

In addition to posting questions and reflections, students are expected to contribute to the discussion of course material. While your questions and reflections will serve as a starting point as the starting point for discussion, I will also post questions or comments to encourage discussion or highlight important aspects of from the text. As with classroom discussions, all posts must show respect for your colleagues and differences of opinion. I will be reading and contributing to group discussion at least twice per week and I expect the same from each of you. Your participation grade, however, is based on your overall effort; if you are unable to participate for one week due to travel or other circumstances this will not impact your grade. **Comments can be added to a forum for one week after the deadline for submitting questions or reflections.** For example the first due date for submitting questions/reflections is May 16th so the forum will remain open for comments until May 23rd.

Trouble with OWL

If you are experiencing problems with OWL contact the ITS Help Desk at (519) 661-3800. For hours and additional contact information please visit <http://www.uwo.ca/its/helpdesk/> Troubleshooting and help information is available for students in the OWL Documentation Site.

News Article Analysis (10% each)

Students are required to select a creditable news article available online (possible news sites include www.CBC.ca or www.bbc.co.uk) that is related to the course's subject matter. Using concepts found in the course material, write a 1000-word paper (double spaced 12pt. Times New Roman) summarizing and analyzing the article. When writing the paper, the summary should be brief, papers that summarize but do not analyse will be graded C+ or lower. The analysis should focus on either how the concepts found in the course material are related to the argument in the article **OR** how a specific development reported in the article will affect the bureaucracy, given your understanding of course concepts.

The news article and textbook must be properly cited throughout the paper. A bibliography must be included at the end of the paper from which I can find the article online.

Research Essay (35%)

Students are required to write a research essay on one of the provided topics. The essay must contain a clear thesis statement and the arguments should be based on your research of secondary sources. The essay is required to be 3000 words (double spaced 12pt. Times New Roman), and utilize at least six academic sources.

Academic sources include books, articles from professional and academic journals, and other peer-reviewed publications. News magazines, such as Maclean's, newspapers, and news websites are not considered academic sources, but may be used in addition to your six academic sources. Your essay must also include a bibliography.

Essays are due June 30th at 5:00pm and must be submitted electronically through OWL.

Essay Topics:

1. In Canada a wide range of "Alternative Service Delivery" institutions have been implemented alongside traditional government departments. Discuss critically the benefits and detriments of "Alternative Service Delivery" by comparing two policy areas.
2. "Managing the public's money poses no special problems compared to managing money in the private sector." Do you agree or disagree with this statement? Provide scholarly support for your position.
3. Take a side in Langford and Heintzman's debate on ethics in the public sector (suggested Readings June 23rd – June 25th) Provide scholarly support for your position.

Spelling and Typing Errors

Excessive spelling or typing errors in the research essay or news article analyses (for example greater than 20) will result in a penalty of 10%.

Style Guide

Research essays and news article analyses are to be written using Chicago Style. An online manual is provided by King's University College Library and can be accessed at <https://www.lib.uwo.ca/services/styleguides.html>.

Late Research Essay/News Article Analysis

Assignments will be subject to a penalty of 2% of the paper grade/day (including weekends). **Assignments more than 14 (fourteen) days late will not be accepted.** Extensions will only be granted for valid medical or personal reasons. Documentation must be submitted by the student directly to the appropriate Faculty Dean's office, and it will be the Dean's office that will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy, **instructors may not collect medical documentation.**

Final Exam

The final exam for this course will be administered during the scheduled exam period at the end of the Term (July 28-31, 2014) and will cover the material from the entire course. Exam details will be provided in OWL when they become available.

Weekly Reading Guide

A guide to each week's readings will be posted in OWL. It is recommended that you read the guide prior to the readings.

Unit 1: Introduction to Public Administration

Required Readings (May 5th – May 9th)

- Inwood, Chapter 1, "Introduction: The Nature of Public Administration" pp. 1-25.

Unit 2: Public Administration and Democracy

Required Readings (May 12th – May 16th)

- Inwood, Chapter 2, "Public Administration and Democracy" pp 26-59.
- Peters, G., 2010. "Bureaucracy and Democracy," Public Organization Review. 10.3 209-222. (Available on-line from uwo library)

Unit 3: Organizational Theories

Required Readings (May 19th – May 23rd)

- Inwood, Chapter 3, "Theories of Organization" pp. 60-98.
- Inwood, Chapter 4, "Organizational Theory and Canadian Public Administration" pp. 99-118.

Unit 4: Machinery of Government

Required Readings (May 26th – May 30th)

- Inwood, Chapter 5, "Public Administration and Institutions: The Real World of Organizations and the Machinery of Government" pp. 119-166.

Required Readings (June 2nd – June 6th)

- D'Ombra, N., 2007. "Ministerial Responsibility and the Machinery of Government," Canadian Public Administration 50.2 195-217. (Available on-line from the UWO library)

Unit 5: The Constitution and Law (June 9th – June 13th)

Required Readings

- Inwood, Chapter 6, "Public Administration and Institutions, the Constitution, and Law" pp. 167-209.

Unit 6: Accountability

Required Readings (June 16th – June 20th)

- Inwood, Chapter 11, "Public Administration and Accountability" pp. 363-395.

Unit 7: Ethics

Required Readings (June 23rd – June 25th)

- Inwood, Chapter 10, “Public Administration and Ethics” pp. 338-362.

Suggested Readings (June 23rd – June 25th)

- Langford, J., “Acting on values: An ethical dead end for public servants,” *Canadian Public Administration* (2004), 47 (4), pg. 429-450. (Available online from the UWO library)
- Heintzman, R., “Public-service values and ethics: Dead end or strong foundation?” *Canadian Public Administration* (2007), 50 (4), pg. 573-602. (Available online from the UWO library)

Unit 8: Public Policy

Required Readings (June 30th – July 4th)

- Inwood, Chapter 7, “Public Administration and Public Policy” pp. 210-257.

Unit 9: Fiscal Management

Required Readings (July 7th – July 11th)

- Inwood, Chapter 9 “Public Administration, Management Reform, and Fiscal Management” pp. 302-337.

Unit 10: Human Resource Management

Required Readings (July 14th – July 20th)

- Inwood, Chapter 8, “Public Administration and the Management of Human Resources” pp. 258-301.

Final Week

Required Reading (July 21st – July 25th)

- Langford, J., “Building an ethical public service: Michael and Jennifer on Heintzman and Langford” *Canadian Public Administration* (2007), 50 (4), pg. 603-608. (Available online from the UWO library)

**APPENDIX TO UNDERGRADUATE COURSE OUTLINES
DEPARTMENT OF POLITICAL SCIENCE**

Prerequisite checking - the student's responsibility

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

Essay course requirements

With the exception of 1000-level courses, most courses in the Department of Political Science are essay courses. Total written assignments (excluding examinations) will be at least 3,000 words in Politics 1020E, at least 5,000 words in a full course numbered 2000 or above, and at least 2,500 words in a half course numbered 2000 or above.

Use of Personal Response Systems ("Clickers")

"Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning.

Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence."

Security and Confidentiality of Student Work (refer to current *Western Academic Calendar* (<http://www.westerncalendar.uwo.ca/>))

"**Submitting or Returning Student Assignments, Tests and Exams** - All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted."

Duplication of work

Undergraduate students who submit similar assignments on closely related topics in two different courses must obtain the consent of both instructors prior to the submission of the assignment. If prior approval is not obtained, each instructor reserves the right not to accept the assignment.

Grade adjustments

In order to ensure that comparable standards are applied in political science courses, the Department may require instructors to adjust final marks to conform to Departmental guidelines.

Academic Offences

"Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>."

Submission of Course Requirements

ESSAYS, ASSIGNMENTS, TAKE-HOME EXAMS **MUST** BE SUBMITTED ACCORDING TO PROCEDURES SPECIFIED BY YOUR INSTRUCTOR (I.E., IN CLASS, DURING OFFICE HOURS, TA'S OFFICE HOURS) OR UNDER THE INSTRUCTOR'S OFFICE DOOR.

THE MAIN OFFICE DOES NOT DATE-STAMP OR ACCEPT ANY OF THE ABOVE.

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. <http://www.uwo.ca/univsec/handbook/>

Students registered in Social Science should refer to <http://counselling.ssc.uwo.ca/> <http://counselling.ssc.uwo.ca/procedures/havingproblems.asp> for information on Medical Policy, Term Tests, Final Examinations, Late Assignments, Short Absences, Extended Absences, Documentation and other Academic Concerns. Non-Social Science students should refer to their home faculty's academic counselling office.

Plagiarism

"Plagiarism: Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence." (see Scholastic Offence Policy in the Western Academic Calendar).

Plagiarism Checking: "All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."

Multiple-choice tests/exams: "Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating."

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. <http://www.uwo.ca/univsec/handbook/>

PLAGIARISM*

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. Different forms of writing require different types of acknowledgement. The following rules pertain to the acknowledgements necessary in academic papers.

A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of publication, and page number.

Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

B. In adopting other writers' ideas, you must acknowledge that they are theirs.

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source, these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks is necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction your instructor very likely will do so for you, and they will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases in their suspension from the University.

*Reprinted by permission of the Department of History

Adopted by the council of the Faculty of Social Science, October, 1970; approved by the Dept. of History August 13, 1991

Accessibility at Western: Please contact poliscie@uwo.ca if you require any information in plain text format, or if any other accommodation can make the course material and/or physical space accessible to you.

SUPPORT SERVICES

Students who are in emotional/mental distress should refer to Mental Health@Western

<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.